

Waukegan Public Library

Job Title: Spanish Literacy Program Coordinator
Reports to: Education and Literacy Services Manager
Job Status: Contractor (Grant Funded)
Location: Waukegan Public Library (WPL)
128 N. County St. Waukegan, IL 60085
Salary: Hourly Rate-Part Time-5 hours/week

Summary:

The goal of WPL's Spanish Literacy Program is to provide the instruction and resources necessary to teach non-literate adult Spanish speakers to be able to learn to read and write in Spanish, thus enabling the learner to become proficient in English. The program format is pre-ESL classroom instruction and use of a web-based learning platform. The coordinator's role is to provide a supportive learning environment and instruct the class using adult learning strategies, computer support and tutors to aid those with limited Spanish literacy skills.

Essential Duties and Responsibilities: (other duties may be assigned.)

- Create lesson plans that include use of on-line supplemental resource
- Identify, train and coordinate tutors
- Responsible for preparing materials for tutors to use in class
- Conduct on-going student progress assessments
- Maintains student records, progress, and status in Matrix Literacy database
- Evaluates class effectiveness for continuous improvement

Knowledge, Skills and Abilities:

- Knowledge of supervisory practices and principles in working with volunteers.
- Skill in both verbal and written communication in English and Spanish.
- Skill in coordinating and prioritizing work and activities of self and others
- Skill in using on-line teaching resources
- Skill and comfort in teaching basic computer skills

Qualifications:

College Degree, must be a Spanish speaker with English proficiency, must demonstrate excellent people skills, excellent communications skills, sensibility to people's needs and must have excellent case management skills. Must be a self starter and have computer skills.

Experience in teaching or training adults preferred. Experience in working with a diverse community and have sensitivity to immigrant issues and needs.

For consideration, please send a resume to Jennifer@crsearchinc.com and state

